

ATTORNEY -- Quick Reference Guide**Summons Service Executed**

| Step | Action |
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| 1 | Click on <u>Adversary</u> hyperlink |
| 2 | Click <u>Complaint & Summons</u> . |
| 3 | At the ATTENTION screen click Next to continue filing. |
| 4 | Enter the case number - click Next |
| 5 | Select Summons Service Executed from the event type list - click Next |
| 6 | <p>The PDF Document Selection screen displays. Click Browse, then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associate it with this docket entry. Click Next to continue.</p> <p><i>Note: If you wish to view the image before selecting, right click on the highlighted filename and click on open. You can view the image in Adobe Acrobat, then close Adobe Acrobat when you have finished viewing the image.</i></p> |
| 7 | At the Select the Party Served Screen - select the party/parties being served - click Next |
| 8 | At the Enter Date Served Screen - Enter the date the summons is being mailed if different from the default date- click Next |
| 9 | At Docket Text: Modify as Appropriate Screen, verify text and enter a prefix or additional text if needed - click Next |
| 10 | <p>Verify that the Final Docket Text is correct -</p> <p>If correct - click Next</p> <p>If incorrect - click the browser BACK button until you find the error(s) and proceed with the event</p> |
| 11 | The Notice of Electronic Filing screen appears and your transaction is complete |